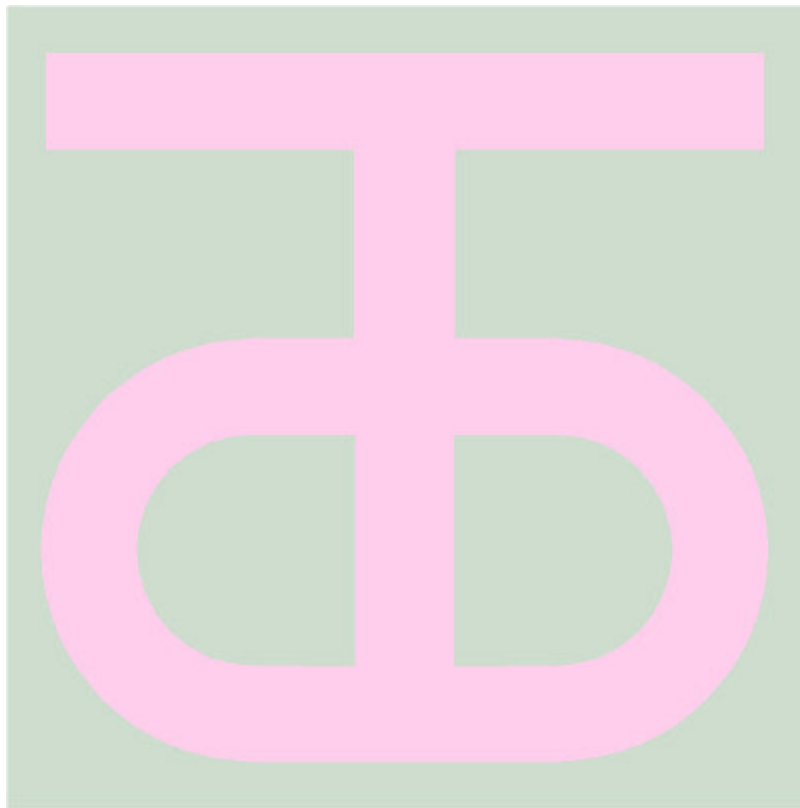


# 90TH U.S. ARMY REGIONAL SUPPORT COMMAND

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## FAMILY CARE PLAN



## RESOURCE GUIDEBOOK

Prepared by the  
**HUMAN RESOURCES DIVISION**  
in support of mobilization readiness

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **RESOURCE GUIDEBOOK**

### **INDEX**

- ✓ Introduction and overview
- ✓ Flow chart for Family Care Plans
- ✓ AR 600-20, Army Command Policy (extract) \*
- ✓ AR 614-30, Overseas Service (extract) \*
- ✓ FORSCOM Reg 500-3-3, Reserve Component Unit Commander's Handbook (RCUCH) (extract) \*
- ✓ AR 220-1, Unit Status Reporting (extract) \*
- ✓ 90th RSC Pam 220-1, Unit Status Reporting (extract) \*
- ✓ DA Forms 5304-R, 5305-R, 5840-R, and 5841-R

**\* These documents are included in the full-text version of this guidebook.**

# FAMILY CARE PLANS

## Introduction and Overview

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### **Information Paper** **Family Care Plan Resource Guidebook**

- 1. Reference:** AR 600-20, Army Command Policy, paragraph 5-5.
- 2. Purpose:** To clarify the procedures by which the 90<sup>th</sup> RSC addresses Family Care Plans.
- 3. General:** The Army assists the soldier in providing for the care of his or her family members. Mission, readiness, and deployability needs especially affect Active Army, ARNG, and USAR single parents and dual military couples with family members. Plans must be made to ensure family members are properly and adequately cared for when the soldier is deployed, on temporary duty (TDY), or otherwise not available due to military requirements. ARNG and USAR soldiers are subject to those policies and regulations, and will implement plans during any period of absence for annual training, regularly scheduled unit training assemblies, emergency mobilization and deployment, or other type of active duty.
- 4. Criteria:** Soldiers meeting the criteria of paragraph 5-5b, AR 600-20, are required to have a Family Care Plan. DA Form 5305-R (Family Care Plan) is the means by which soldiers provide for the care of their family members when military duties prevent the soldier from doing so. At a minimum the Family Care Plan will include attachments outlined in paragraph 5-5a(3), AR 600-20.
- 5. Timelines:** AC/AGR soldiers have 30 days after counseling to have a completed Family Care Plan while USAR soldiers have 60 days. If appropriate, the commander may grant a 30-day extension.
- 6. Personal Responsibility and Care of Family Members:** Soldiers are responsible for implementing the Family Care Plan and thus ensuring the care of their family members. When operational or security considerations prevent the soldier from implementing the plan, it will be used by appropriate military or civilian authorities to obtain care for such family members.
- 7. Readiness:** Soldiers failing to provide a Family Care Plan are considered not available for mobilization. They are considered non-deployable on the Unit Status Report and are prohibited from overseas assignment or deployment. Soldiers who fail to provide a Family Care Plan are subject to reassignment to a non-mobilizing organization or separation.
- 8. Obtaining Regulations and Forms:** The full edition of this resource guidebook contains extracts of the publications and blank forms addressing Family Care Plans. Customers requiring unabridged copies should contact the proponent agency. The Active Army forms and regulations are available on the USAPA web site ([www.usapa.army.mil](http://www.usapa.army.mil)) and the Army Electronic Library CD-ROM. The U.S. Army Forces Command publications are available at their web site ([www.FORSCOM.army.mil](http://www.FORSCOM.army.mil)). The 90th RSC publications can be obtained from their Administrative Services Division or on the “S drive” if you have access to the command’s LAN.

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **KEY FACTS**

- ✓ **Affects mobilization readiness**
- ✓ **Only commander can approve**
- ✓ **Purpose is to care for dependents**
- ✓ **Reviewed annually**
- ✓ **Leaders must know soldiers**

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **WHO IS REQUIRED TO HAVE A FCP?**

- ✓ **Pregnant soldiers if not married to a non-military spouse**
- ✓ **Single soldiers with dependents**
- ✓ **Single soldier, divorced with dependents**
- ✓ **Soldier with special care spouse**
- ✓ **Soldier is half of dual military couple who has joint or full legal custody of children under age 19 or who has adult family member(s) incapable of self-care.**
- ✓ **Optional for other soldiers**

**extracted from paragraph 5-5b, AR 600-20**

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## **Introduction and Overview**

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### **WHAT IS REQUIRED IN THE FCP?**

- ✓ **DA Form 5305-R (Family Care Plan)**
- ✓ **DA Form 5304-R (Family Care Counseling Checklist)**
- ✓ **DA Form 5840-R (Certificate of Acceptance as Guardian or Escort)**
- ✓ **DA Form 5841-R (Power of Attorney) or equivalent, unsigned**
- ✓ **DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment), unsigned**
- ✓ **DD Form 2558 (Authorization to Start, Stop, or Change an Allotment for Active Duty), unsigned, - or - other proof of financial support arrangements**
- ✓ **Letter of Instruction to Guardian / Escort**

**extracted from paragraph 5-5A(3), AR 600-20**

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **SUSPENSE FOR COMPLETION** **OF FCP**

- ✓ **Active Army and Army Guard / Reserve Soldier.**
  - **30 days with one 30 day extension**
  
- ✓ **ARNG and USAR Soldier.**
  - **60 days with one 60 day extension**
  
- ✓ **Pregnant Soldier.**
  - **Not later than 90 days prior to the expected date of birth**

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **ADDITIONAL SUSPENSES FOR PREGNANT SOLDIERS COMPLETING A FCP**

- ✓ **DA Form 5304-R - Apr 99**
  - **Family Care Plan Counseling Checklist**
  - **Completed not later than 60 days prior to birth.**
- ✓ **DA Form 5305-R - Apr 99**
  - **Family Care Plan**
  - **Completed not later than 60 days prior to birth.**
- ✓ **DA Form 5840-R - Apr 99**
  - **Certificate of Acceptance As Guardian**
  - **Recertified not later than 45 days following birth.**
- ✓ **DA Form 5841-R - Apr 99**
  - **Power of Attorney for Guardian**
  - **Recertified not later than 45 days following birth.**

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **COUNSELING REQUIREMENTS**

### **FAILURE TO COMPLETE FCP**

**Soldiers will be counseled about voluntary and involuntary separations, whenever parenthood interferes with military responsibilities.**

- ✓ Enlisted: AR 135-178**
- ✓ Officer: AR 135-175**
- ✓ Pregnant Soldier: AR 135-91**

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **REFERENCES**

- ✓ **AR 600-20**  
**Army Command Policy**
- ✓ **AR 220-1**  
**Unit Status Reporting**
- ✓ **AR 614-30**  
**Overseas Service**
- ✓ **AR 135-175**  
**Separation of Officers**
- ✓ **AR 135-178**  
**Enlisted Separations**
- ✓ **FORSCOM Reg 500-3-3**  
**RCUCH (FORMDEPS)**
- ✓ **90th RSC Pam 220-1**  
**Unit Status Reporting**